

Los Angeles County EMS Agency

TEMPORARY EMERGENCY Alternate Staffing Program User Instructions

These instructions are designed to guide the trainer through delivery of the program to learners. The contents and purposes are explained here in the order that they may best be presented to the students. **Certification through this program is valid until October 31, 2020**, or until the national disaster declaration is canceled. Public safety agencies, if approved, are not eligible to extend their program past cancellation of the national disaster. Private provider use beyond that date requires participation in a train the trainer program at the EMS agency, which will allow certification of staff for permanent use of the program contingent on compliance with rules set forth.

1. Notebook cover- simple cover sheet to put on the front of binder handouts
2. Goals and Objectives
 - a. Go over and be familiar with these before presenting to the students
3. Powerpoints
 - a. The program PowerPoint contains extensive instructor notes to be used during the presentation including discussion points
 - i. A list of Treatment Protocol references is included in the folder to use with the PowerPoint.
 - b. The 12 lead EKG PowerPoint should be presented to enhance 12 lead acquisition skills
4. The written post-test should be done individually and must be graded. Review may be done as a group after grading
 - a. There is a blank student copy and instructor copy with answers included
 - b. Use the posttest scoring instructions for grading
 - c. Students may fill out evaluations if desired
5. Simulations are designed as an oral evaluation. The instructor should read the sheet, ideally to a set of paramedic/EMT partners, and test for knowledge of correct procedure. Remediation may occur for incorrect responses
6. Skills Checklists
 - a. All participants should be evaluated and checked off on the skills included in the presentation. The file includes an equipment list to be used to set up for skills. Ensure competency form all personnel in skills performance
7. A QI tool to monitor performance is included in the packet, and contains instructions within the document
8. Completion documents
 - a. Certificate- Temporary proof of training, valid through 10/31/2020 or as indicated above.
 - b. Checklist- Comprehensive checklist of all items completed for the temporary program.
 - c. Keep these documents in the employees file
 - d. These certificates DO NOT imply permanent certification, and agencies must follow the regular procedure for use of 1&1 transport and training of staff after the temporary emergency period has ended.